



**Committee Learning, Development and Support Policy**  
**November 2018**

**APPROVED :** November 2018

**NEXT REVIEW DATE:** November 2021

## Copperworks Housing Association

### Committee learning, development and support policy

#### Introduction

As a Registered Social Landlord and a Scottish charity, Copperworks Housing Association is committed to ensuring the highest standards of governance and to meeting the regulatory requirements of both the Scottish Housing Regulator (SHR) and Office of the Scottish Charity Regulator (OSCR).

The association is governed by a Management Committee, which strives to be representative of the communities it serves, and is committed to the aims and objectives of the association. The Committee directs and controls the affairs of the association and it is crucial that Committee members have the right skills, knowledge, objectivity and experience to carry out that role.

Copperworks Housing Association's **Statement of Committee roles and responsibilities** sets out the expectations, responsibilities, duties and tasks of Committee members and is used to recruit and select new Management Committee members and should be read in conjunction with the association's **Committee member recruitment** policy and its **Committee Induction** policy.

Whilst individual Committee members have a responsibility of ensuring they update their knowledge and further develop their skills, the association also has a responsibility to support and help develop Committee members. To that end the association carries out annual appraisals (skills audits) of all Committee members to ascertain their effectiveness, their contribution, the value they bring to the work of the association and identify any areas where training, development and/or support are required. This will be captured in an Individual Learning Statement (ILS) for each Committee member. In addition a Committee member development/training plan is produced on an annual basis which identifies the training, development and/or support the whole Committee would benefit from in order to improve the effectiveness of the Committee.

Copperworks Housing Association allocates an annual budget to support training and development for the Management Committee. The association will meet all reasonable requests for learning and development, subject to budget availability.

Basic training in the fundamentals of Housing Associations will be actively encouraged for new Committee members. Members will not be permitted to attend conferences without having completed this training and established at least 9 months service on the Management Committee. Members will also be expected to have attended at least 70% of Management Committee Meetings in the preceding 12 month period.

## **What is meant by learning, development and support**

The association recognises that Committee members learn and develop in different ways and require different types of support at different times. All Committee members need core areas of knowledge to meet their responsibilities, e.g. The Rules, Business Plan, Regulatory requirements for Registered Social Landlords and Charities, Budgets and Accounts, Customer care and the role of an Employer. Committee members will be required to take up training and development opportunities and/or have access to further support which benefits individual Committee members and the Committee as a whole.

Committee member learning, development and support can take place in a number of ways, including:

- Attending in-house training sessions
- Attending externally run training sessions, seminars, briefing, workshops, and conferences
- Accessing e-learning
- Attending accredited courses
- Briefings by members of staff or external organisations
- Briefings on particular topics (such as new legislation) by external trainers or experts
- Annual Planning/Review events
- Mentoring, shadowing and/or coaching from experienced Committee members or appropriate external individual / organisation
- Shadowing of association staff
- Visits to the association's housing stock
- Visits to other organisations, including observing Committee meetings of other housing associations
- Networking with Committee members of other associations
- Reading and self-guided learning e.g. sector publications, websites

## **Logging, evaluating and reporting on learning and development**

Committee members are encouraged to log all learning and development; this will be referred to in the annual appraisals. The association will also maintain accurate records of all learning and development undertaken by individual Committee members and the Committee as a whole. This information will be used to compile an annual learning and development report which will be produced to coincide with the annual appraisals.

Committee members should complete evaluation forms and return them to the association. Committee members who attend any external training, seminars and/or conferences will provide a verbal/written report to Committee at a subsequent Committee as well as a copy of any handouts.

### **Associated forms**

The following forms have been prepared to assist the implementation of this policy:

- Record of training and development undertaken form – Appendix A

Appendix A

**Record of training and development undertaken**

Committee Members name

Covering period from          to

<b>Date Attended</b>	<b>What course did you attend and why?</b>	<b>How did 1) you and 2) business benefit from this?</b>	<b>How have/will you use this? Any further action?</b>